

**Rating Factor 1 Maximum Points: (up to 34 points for Current Grantees/ up to 24 points for New Applicants)**

**Subfactor 1.1. Managerial, Technical, and Administrative Capability.**

**Subfactor 1.1.a. Managerial and Technical Staff (up to 10 points).** You must describe the project specific roles and responsibilities and the knowledge/experience of all individual key staff, in planning, managing, and implementing projects in accordance with the implementation schedule for which funding is being requested. HUD will consider experience pertaining to the specific activities being proposed or the specific roles and responsibilities described in the application to be **relevant**, experience within the last 5 years to be **recent**, and evidence of completing past projects on or ahead of schedule to be **successful**. You must provide a brief description of the past project(s), the dates they were targeted to be completed and the dates they were actually completed.

Do not include job descriptions or resumes. Staff included in this subfactor will be considered as key staff and each individual included in this subfactor will be must meet the following criteria below. Individuals must be listed. Do not include an organization as key staff.

**(10 points)** You describe the roles/responsibilities and the knowledge/experience of all individual key staff in planning, managing, and implementing projects for which funding is being requested. Experience of all individual key staff is relevant, recent, and successful.

- **Bulldozer Rozer – how many grants in past 5 years she’s managed, list them, dollar amount and successfulness.**
- **Frugal Frannie – How many years she has worked for the tribe, how much money does she manage, are the audits clean, sf425’s on time, etc.**

**Subfactor 1.1.b. Audits (5 points).**

Describe how you, the applicant or responsible designee has met the audit requirements outlined in 2 CFR part 200, Subpart F. Indicate whether an audit submission was required the last two audit periods and whether it was submitted timely or required a deadline extension. 2 CFR part 200.512 that the audit must be complete and submitted within nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day. (*Specific references: §200.501 Audit requirements, §200.504 Frequency of audits, §200.512 Report submission; Federal Audit Clearinghouse: <https://harvester.census.gov/facdissem/main.aspx>.*)

Points will be assigned as follows:

**(5 points)**

- The annual audits for the last two audit periods were submitted and accepted by the FAC in accordance with 2 CFR part 200.500 (within 30 days after completion of the audit or 9 months after the fiscal year ends, whichever is earlier), **or**

➤ **Check with Finance, did we get our audits in on time.**

**Subfactor 1.1.c. Audit Findings. (4 points)**

Describe whether there are any audit findings that were cited to HUD or any financial statement findings that impact the management of ICDBG or IHBG programs and if so, whether these will be resolved. Points will also be assigned based on the auditor's opinion for the most recent audit. (References: *Specific references: 200.511 Audit findings follow-up and 200.504 Frequency of audits*).

Points will be assigned as follows:

**(4 points)** You will receive the maximum points for this rating factor if there were no audit findings that were cited to HUD or any financial statement findings.

➤ **Check with finance for a copy of the Audit report; review report to ascertain if there were any findings. If so; address them.**

**Subfactor 1.1.d. Procurement and Contract Management (5 points).**

Describe how the policies and procedures of you, the applicant or responsible designee for procurement and contract management of the project meets the applicable regulatory requirements at 2 CFR part 200 and 24 CFR part 1003. [*Specifically 200.318 General procurement standards, as well as 200.319 Competition, 200.320 Methods of procurement, 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms, 200.323 Contract cost and price, 200.325 Bonding requirements, and 200.326 Contract provisions*], **and** 24 CFR Part 1003 [*including 1003.510 Indian preference requirements and 1003.606 Conflict of interest*].

**Do no submit your procurement policy.** If the procurement policy is submitted and inconsistent with the application, you may lose points.

- **2 CFR part 200 –**
- **24 CFR 1003 (specifically 200.318 General Procurement Standards & 200.321) -**
- **200.323 -**
- **200.325 -**
- **200.326 -**
- **24 CFR 1003.510 -**
- **24 CFR 1003.606 -**

**Subfactor 1.2. Past Performance (up to 10 points for current ICDBG grantees only).** You are not required to respond to the past performance subfactors unless information is requested elsewhere in this rating factor.

**Delete this part out of your format, but if you know you have poor past performance, than score your own application and see if you think you will score over an 86**

monitoring findings by the established target date(s).

<b>Rating Factor 2: Need/Extent of the Problem</b>	<b>Maximum</b>
<b>Points: 30</b>	

**Rating Factor 2 Maximum Points: (up to 20 points for Current Grantees/ up to 30 points for New Applicants)**

**Subfactor 2.1. Need and Viability (up to 6 points).**

**(6 points)** To receive full points:

- ✓ You describe the need for the project
- ✓ You demonstrate that the project will meet an essential community development need,
- ✓ You describe **how and why** the project will improve the viability of the community.

- Housing Survey from WeDesignStuff
- Health Departments Needs Assessment specific to COPD
- Pictures for interior of the Homes
- Excerpts from Tribal Strategic Plan

**Subfactor 2.2. Project Benefit (up to 10 points).** The criteria for this subfactor will vary according to the type of project you are applying for. Information below is based on the data you will be using.

To determine the percentage of LMI persons who will benefit from area-wide public facility and improvement projects as well as economic development projects, you may rely on census data HUD provides or data you can provide as explained below. The calculation of LMI benefit may be calculated based on households or persons, whichever is more advantageous to the applicant.

### **Using HUD Data**

If you wish to use HUD data you must indicate which tabulation of census data you will use from the tables at: <https://www.huduser.gov/portal/icdbg2019/home.html>

- **Download and print off our needs table, add in folder for attachments and identify criteria here.**

Select which criteria you are applying for and delete the rest

Then make a checklist of what you need to identify within the scope of this criteria.

**Subfactor 2.2.a. Public Facilities and Infrastructure Projects (up to 10 points).** If you are proposing a project that will serve a limited clientele as defined in 24 CFR part 1003.208(b) you must demonstrate that families/individuals to be served by the project will be LMI to receive the full points in this subfactor.

**Subfactor 2.2.b. Economic Development Projects (up to 10 points).** The beneficiaries from this type of project can be the persons served by the project (see above) and/or persons employed by the project based on the jobs created or retained because of the project. As with public facility and infrastructure projects, HUD will rely on demographic information submitted with your application to assign points for this subfactor.

**(0 points)** Less than 55 percent of the beneficiaries are LMI.

**Subfactor 2.2.c. New Housing Construction, Housing Rehabilitation, Housing Acquisition, Land Acquisition to Support New Housing and Homeownership Assistance Projects (up to 10 points).**

**Subfactor 2.2.d. Microenterprise Programs (up to 10 points).** A microenterprise is a business with five or fewer employees, one or more of whom owns the business. The owner(s) of the microenterprise must be LMI and the majority of the jobs created or retained must be for LMI persons. For documenting persons employed by the project, you do not need to submit a demographic data statement and corresponding documentation. However, you need to submit information that describes the nature and number of the jobs created or retained. These types of projects will be scored as follows:

**Sub Factor 2.3: Connection to Tribal Youth (up to 4 points)**

This sub factor provides points to tribes/tribal organizations who are proposing ICDBG-related activities with the main purpose of helping prepare youth to be contributing members of their community by increasing access to developmental programs. The ICDBG project may propose other activities, but the main purpose must be preparing youth to be contributing members of their community for the proposed project to receive points under this subfactor. Applicants must demonstrate how the ICDBG project would foster opportunities for youth in general skill building, including life skills, pursuing higher education, access to trades, leadership opportunities, etc. Applicants are required to provide a description of the how the project will have a clear and direct connection to the youth and impact their communities, in addition to being able to show reportable output and outcome measures. Failure to submit this information may result in not receiving the maximum points in this subfactor and Rating Factor 5.

**Subfactor 2.4: New and Unfunded Applicants (New Applicants Only) (up to 10 points).**

If you did not receive an ICDBG between the dates listed below .. state that “here”.

Points are provided in this subfactor to applicants who have applied for but have not received ICDBG awards in recent years. It applies to the tribe, or the tribal organization on whose behalf the tribal organization is submitting the application, not the subrecipient working on the project. Only applicants that have never received an ICDBG or applicants whose prior grants have been closed for 2 years prior to the application deadline date can receive the points.

**(10 points)** You did not receive an ICDBG under the NOFAs between FY 2008 and FY 2018.

**(5 points)** You did not receive an ICDBG under the NOFAs between FY 2013 and FY 2018.

**(2 points)** You did not receive an ICDBG under the last two NOFA application cycles (FY17 and FY18).

**(0 points)** You received an ICDBG in the last two NOFA cycles (FY17 and FY18).

### Rating Factor 3: Soundness of Approach

Maximum

Points: 34

#### Subfactor 3.1. Description of and Rationale for Proposed Project (up to 10 points).

Points will be assigned as follows:

**(10 points)**

- ✓ **Number of units; define how many and how many with number of bedrooms, modular style, get date they were constructed from Housing ED. Find out from WeDesignStuff what type of materials we are going to use; windows, doors, hvac, shingles, etc.,**
- ✓ **Get conceptual designs from WeDesignStuff**
- ✓ **Work with WeDesignStuff to determine the project is feasible and calculate energy savings passed on to the tenants due to the improvements.**
- ✓ **Discuss with WeDesignStuff the rationale behind the project design;**
- ✓ **Set up meeting with Voc. Rehab and WorkForce Investment to see if we can design a component of the project and train and/or employ Section 3 residents**
- ✓ **Describe how we comply with Indian Preference requirements. If a conflict is identified between Section 3 and Indian Preference requirements, describe the nature of the conflict and how it will be addressed.**
- ✓ **Housing Construction/Rehabilitation or Public Facility Building projects (only): You describe and provide the cost savings (in percentage or dollar amount) resulting from either the building design or construction methods or energy efficiency measures that will be realized in future years; Ask WeDesignStuff to help calculate this.**
- ✓ **Land for Future Housing (only): You establish that there is a reasonable ratio between the number of usable acres to be acquired and the number of LMI households to benefit from the project.**

**Subfactor 3.2. Budget (up to 10 points).** You must submit form HUD-4123 (Cost Summary) and may supplement the budget information in your narrative. If your application includes a public service component, your budget must also include a breakdown of those costs.

For planning and administrative costs, do not include direct project costs /activity delivery costs (e.g. certain architectural/engineering, environmental, technical assistance, and some staff/overhead costs related to directly carrying out eligible activities) but include any funds the applicant will contribute toward administering the grant including planning and administrative costs that are charged as indirect costs charged to the ICDBG program under a cost sharing plan prepared under 2 CFR Part 200 as applicable. If you are not requesting ICDBG funds to administer the project, you must specify who will pay for this.

HUD will consider experience pertaining to the specific activities being proposed or the specific roles and responsibilities described in the application to be **relevant** and experience within the last 5 years to be **recent**.

- **Get description from WeDesignStuff of their credentials and recent projects they have managed similar to scope and cost**
- **Work with Finance Department to calculate administrative fee for BullDozerRozer's partial salary and Fringe**
- **Work with WeDesignStuff to develop line item budget**
- **Determine all aspects of what needs to be under Administration line item**

**Subfactor 3.3. Project Implementation Schedule (up to 4 points).**

Points will be assigned based on the level of detail provided in your Implementation Schedule (for HUD-4125) and/or project implementation narrative.

- **Work with WeDesignStuff to develop project implementation narrative and match activities to form 4125.**

**3.4. Commitment to Sustain Projects (up to 10 points).**

Your application shows that you will be able to sustain your project once it is complete. How you do that depends on the type of project you are applying for.

**Subfactor 3.4.a. Public Facilities and Infrastructure Projects (up to 10 points).**

State that either the tribe or another entity has adopted an operations and maintenance (O&M) plan to maintain the project and that it commits, by resolution or commitment letter, the funds to do so and the dollar amount. The O&M plan should also include the time frame not less than five years after the project closeout. These five components must be addressed in an O&M plan:

- **Develop Operation and Maintenance Plan – get annual expenses for community**

facility from finance including insurance, water, sewer, electric, heat.

- Address Security – which department takes care of this?
- Which Maintenance Department is going to manage the maintenance on this for windows, cleaning, scheduling furnace system servicing,
- Project total budget, be sure to include capital improvements
- \*\*\* Make sure to put this on Tribal Resolution

- Daily or other periodic maintenance activities;
- Repairs such as replacing broken windows;
- Capital improvements or replacement reserves for repairs such as replacing the roof;
- Fire and liability insurance (may not apply to most types of infrastructure projects, such as water and sewer lines); and
- Security (may not apply to many types of infrastructure projects, such as roads).

#### **Subfactor 3.4.b. Economic Development Projects (up to 10 points).**

In accordance with 24 CFR 1003.302(c), you must provide a financial analysis prepared by a qualified party that meet the following criteria:

- The qualified party preparing the analysis must have recent and relevant experience in the type of project being proposed;
- The financial analysis must demonstrate that the project is financially feasible and has a reasonable chance of success;
- The analysis should include information about the project's market share, sales levels, growth potential, revenue projections, project expenses and debt service, if applicable; and
- The analysis must also demonstrate the public benefit resulting from the ICDBG assistance.

#### **Subfactor 3.4.c. New Housing Construction, Housing Rehabilitation, Housing Acquisition, and Homeownership Assistance Projects (up to 10 points).**

Points will be assigned as follows:

**(10 points)** You described the ongoing maintenance and insurance responsibilities (if applicable) of the applicant and/or participants in detail. You also stated who is paying for it.

#### **Subfactor 3.4.d. Microenterprise Programs (up to 10 points).**

Your application must describe the microenterprise program including the types of assistance offered to microenterprise applicants and the types of entities eligible to apply for the assistance. It must explain how you will analyze microenterprise applicants' business plans, market studies, and financial feasibility. For credit programs, you must describe how you will determine the loan terms (i.e. interest rate, maximum loan amount and duration, loan servicing provisions) that you

will offer to individual microenterprise applicants.

Points will be assigned as follows:

**(10 points)** You addressed all of the above information or documentation applicable to the proposed project and provided evidence that the chance for success is excellent.

**Subfactor 3.4.e. New Land Acquisition Projects to Support New Housing (up 10 points).**

Your application must show the results of a preliminary investigation conducted by a qualified independent

entity demonstrating that the proposed site has:

- Suitable soil conditions for housing and related infrastructure;
- Potable drinking water accessible for a reasonable cost;
- Access to utilities;
- Vehicular access;
- Drainage;
- Nearby social and community services;
- No known environmental problems; and
- The land is zoned for the type of housing proposed.

Points will be assigned as follows:

**(10 points)** Your application includes all of the above information and demonstrates that 100 percent of all units will be constructed within two years after site purchase.

**Rating Factor 4: Leveraging Resources**  
**Points: 6**

**Maximum**

\*\* To find out what 25% of the “total project cost is” Take the amount you are applying for and multiply it by 33%. Then take the leverage dollar amount and divide it by the total project cost and it will demonstrate what percentage leverage you have. i.e.

Applying for \$600,000.

$\$600,000 \times .33 = \$198,000$  (leverage for the full 6 pts.)

Total Project Cost is \$798,000.

Leverage  $\$198,000 / 798,000 = 25\%$

HUD will award points based on the percentage of non-ICDBG resources provided relative to project costs.



Points will be assigned as follows:

<b>Non-ICDBG Resources to Total Project Costs</b>	<b>Points</b>
25 percent or more	6
At least 18 percent but less than 25 percent	5
At least 11 percent but less than 18 percent	4
At least 4 percent but less than 11 percent	2
Less than 4 percent	0

Leveraged resources must be used for ICDBG-eligible activities and are subject to all ICDBG program requirements.

**Leveraged resources include, but are not limited to:**

- **Get letter of Commitment from the FHLB and make reference to it here, the dollar amount and add it to attachment folder.**
- Tribal trust funds;
- Loans from individuals or organizations;
- Private foundations, businesses, state or federal loans or guarantees;

- Other grants including IHBG funds;
- Donated goods and services needed for the project;
- Land needed for the project (which can include land purchased prior to the application deadline date) but not land that has been used as leverage for prior ICDBG projects or land that was previously purchased with ICDBG funds;
- Land used for a building expansion project if the land was not previously used for leverage
- Direct administrative costs but only up to the 20% cap allowed for administrative costs of the ICDBG grant amount

**Leveraged resources do not include:**

- Indirect administrative costs as identified in 2 CFR 200;
- Administrative costs that exceed the regulatory limit of 20% of the ICDBG grant amount
- Ineligible ICDBG expenditures such as contributions of funds to pay for anticipated operations and maintenance costs of the proposed project; and
- The value of the existing facility (if your application is to expand or rehab an existing facility).

To provide evidence of leveraged funds you must submit the following documents with your application:

<b>Type of Leveraged Resource</b>	<b>Evidence/Documentation Needed</b>
Tribal Resources	<ul style="list-style-type: none"> <li>• Tribal resolution committing funds or equivalent; the resolution (or equivalent) must identify the exact dollar amount (or value of resources to be committed)</li> <li>• If using in-kind funds, a method of valuation detailing the dollars used must be included.</li> <li>• For IHBG funds, whether the tribe or a TDHE administers them, the most recently approved IHP must identify the dollar amount and commit the IHBG resources to the project or if a future IHBG will be used, the application must identify the program year of the future IHP and the dollar amount to be provided from that IHP.</li> </ul>
Tribal Organization (applicant) Resources	<ul style="list-style-type: none"> <li>• Statement committing and identifying the amount of funds to be committed for leveraging.</li> </ul>
Public Agency, Foundation or Other	<ul style="list-style-type: none"> <li>• Letters of commitment which must include:               <ul style="list-style-type: none"> <li>○ the donor organization's name,</li> <li>○ the specific funds proposed,</li> </ul> </li> </ul>

Private Party	<ul style="list-style-type: none"> <li>○ the dollar amount of the financial or in-kind resource,</li> <li>○ method for valuation, and</li> <li>○ the purpose of that resource within the proposed project.</li> <li>● Memorandum of understanding, and/or agreement to participate, including any conditions to which the contribution may be subject.</li> <li>● An official of the organization legally authorized to make commitments on behalf of the organization must sign the commitment.</li> </ul>
Goods and Services	<ul style="list-style-type: none"> <li>● Must demonstrate that the donated items are necessary to the actual development of the project and include comparable costs that support the donation.</li> </ul>
Land	<ul style="list-style-type: none"> <li>● Land valuation must be established using one of the following methods and the documentation must be contained in the application. The application of land valuation documentation must state the method used to determine land value and identify the land value. The methods include: <ul style="list-style-type: none"> <li>○ A site-specific appraisal no more than two years old;</li> <li>○ An appraisal of a nearby comparable site also no more than two years old;</li> <li>○ A reasonable extrapolation of land value based on current area realtor value guides; or</li> <li>○ A reasonable extrapolation of land value based on recent sales of similar properties in the same area.</li> </ul> </li> </ul>

Applicants are reminded that environmental review requirements under 24 CFR Part 58 apply to the commitment or use of both ICDBG and non-ICDBG funds in a leveraged project. See Section VI.B. of this NOFA for information related to this requirement.

HUD recognizes that in some cases, you may not get a firm commitment of non-tribal funds by the application deadline. In such cases, you must include a statement from the contributing entity that describes why the firm commitment cannot be made at the current time. The statement must say that your tribe/organization and proposed project meets the eligibility criteria for receiving the leveraged funds. It must also include a date by which the funding decisions will be made. This date cannot be over six months from the anticipated date of grant approval by HUD. If you do not provide HUD with evidence of the firm commitment from the original leverage source or an alternative source within six months of the date of grant approval, HUD reserves the right to terminate the grant for cause in accordance with 24 CFR 1003.702 or 1003.703, and to recapture the grant funds and, may award such funds in accordance with 24 CFR 1003.102.

Leveraged funds will be calculated by dividing total eligible leverage resources by the total project cost as identified in the application.

Grantees will be required to show evidence that leveraging resources were actually received and used for their intended purposes through quarterly reports (SF-425) as the project proceeds.

For this rating factor, show that you have designed your project and plan to implement it in coordination with community members, tribal departments, and other agencies/organizations. Your proposed project should be consistent with any tribal comprehensive plans if such exist. If funded, you will have to report on the outputs and outcomes you propose in your application.

### **Subfactor 5.1. Coordination (up to 2 points)**

Points will be assigned as follows:

#### **(2 points)**

- You demonstrated that the activities are consistent with strategic plans or policy goals of your community.
- You identified and describe how you plan to coordinate and work on the project with organizations that will not be providing leveraged funds to the project.
- You summarized how you involved the community in developing the application pursuant to the regulatory requirements for citizen participation requirements.

#### **(1 point)**

- You stated that the activities are consistent with plans and goals of the community but did not say how.
- You identified and describe how you plan to coordinate with other organizations but does not summarize how you involved the community in developing the application.
- You did not include citizen participation description.

**(0 points)** The application did not contain information sufficient to award points under this Subfactor.

### **Subfactor 5.2. Outputs and Outcomes (up to 4 points).**

In this portion of your application you must include outcomes and outputs you hope to achieve with your project. Outputs are measured in the volume of work accomplished. They should be clear enough to allow HUD to monitor and assess the proposed project's progress if funded. An outcome is the impact you hope to achieve with your proposed project. They should be quantifiable measures or indicators that identify the change in the community, people's lives, economic status, etc.

**Depending on the type of project(s) proposed outputs could include but are not limited to:**

- Number of housing units rehabilitated;
- Number of jobs created;
- Number of housing units constructed;
- Number of community facilities built;
- Square feet for any public facility;
- Number of education or job training opportunities provided;

- Number of tribal youth participants;
- Number of homeownership units constructed or financed;
- Number of businesses supported (including number of minority/Native American);
- Number of persons assisted;
- Linear feet of infrastructure.

**Depending on the type of project(s) proposed, outcomes could include but are not limited to:**

- Reduction in the number of families living in substandard housing;
- Reduction in overcrowding;
- Increased income and self-sufficiency resulting from employment generated by project;
- Increase enrollment figures in higher education;
- Increase in homeownership rates;
- Reduction of drug-related crime or health-related hazards;
- Increased units connected to gas, phone or electric lines/roads/water/sewer;
- Increased accessibility for persons with disabilities; or
- Improved energy efficiency.

Points will be assigned as follows:

**(4 points)** You included measurable output(s) and outcome(s) for the proposed activity.

**(2 points)** You included measurable outputs, but not outcomes, or vice versa.

**(0 points)** The application did not contain information sufficient to award points under this Subfactor.

**1. Other Factors.**

**Preference Points.**

HUD encourages activities in Opportunity Zones (OZ) and activities in collaboration with HBCUs. HUD may award two (2) points for qualified activities supporting either or both initiative(s). In no case will HUD award more than two preference points for these activities.

**Opportunity Zones.**

HUD encourages activities in Opportunity Zones (OZ) communities. HUD will award two (2) points for qualified activities within a designated zone or area.

Applicants must certify to HUD that the investment is in a qualified OZ.

To view the list of designated OZs, please see the following link on the U.S. Department of the Treasury website: <https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx>.

***If a community is both an Opportunity Zone and Promise Zone, only two (2) points will be provided. Such applicants may select which points are applied and which certification is provided to HUD.***

**Promise Zones.**

HUD encourages activities in Promise Zones (PZ) communities. HUD will award two (2) points for qualified activities within a designated zone or area.

To receive Promise Zones Preference Points, applicants must submit form HUD 50153, Certification of Consistency with Promise Zone Goals and Implementation, signed by the Promise Zone Official authorized to certify the project meets the criteria to receive preference points. To view the list of designated Promise Zones and persons authorized to certify, please see the Promise Zone pages on [HUD's website](#).

**HBCU.**

This program does not offer HBCU preference points.